

**Patient Participation**  
**Harborough Field Surgery**  
  
**Group**

**Minutes of the Meeting 16th March 2023 at Harborough Field Surgery**  
**including The Minutes of the Annual General Meeting, Year 2022-2023**

*“Most of the words are here, but not necessarily in the right order” (ex-Eric Morcambe).*  
Full Audio of meeting available

The meeting started at 4.55pm. The Treasurer EW welcomed everyone attending as the Chair had to leave but would return shortly.

Attendance:

<b>PPG MEMBERS ATTENDANCE 13th March 2023</b>					
<b>Name</b>	<b>Initials</b>	<b>Position</b>	<b>Attended</b>	<b>Apologies</b>	<b>No Contact</b>
Jason Richards	JR	Chairperson	1	0	
Bob Tillyer	BT	Vice Chair	1	0	
Eileen Woods	EW	Treasurer	1	0	
		Secretary	0	0	
Sophie Lumbis	SL	Practice Manager	0	1	
Linzi Pearsall	LP	Care Coordinator	0	1	
Ishbel Graham	IG	Member	1	0	
Catherine Cooper	CC	Member	0	1	
Hector Graham	HG	ENPA	1	0	
Glennis Blenco	GB	Member	0	1	
Sally Morton	SM	Member	1	0	
Rodney Sandiford	RS	Member	1	0	
Mary Curtis	MC	Member	1	0	
Carole Perry	CP	Member	0	1	
<b> </b>					
Mike Busby	MB	Bank	0	1	0
Shirley Russen	SR	Member	0	1	
Graham Chambers	GC	ENPA	1	0	
Graham Newell	GN	Member	1	0	
Marianne Fountain	MF	Member	0	1	
Les Bonham	LB	Member	0	1	
Anna Mattei	AM	Member	0	1	
Sue Brudonell	SB	Member	0	1	
<b> </b>					
Christine Walker	CW	Member	0	1	
Abigail Falla-Jones	AFJ	Member	0	1	
Tom MacDonald	DM	Member	1	0	
FrancesHumphries@icloud.com	FH	Member	1	0	
			0	0	
			12	13	0

## 1) Matters Arising:

Item	Action	Initials
No Matters Arising Sent from Audio		
Menopause IG reported that the EPNA had discussed the letter regarding Menopause with the PCN Manager, Rebecca Gate. KGH is also being approached regarding information. Web page in Patient Access had three articles online in January 2023. Also on line there is The Menopause Exchange News Letter. The Smart Woman's Guide to the Menopause is a magazine that is on sale. Patients in the Practice can ask for an appointment with a nurse to discuss menopause. Is it possible to have a group discussion initially led by a nurse, then an open discussion in the group? Could the PPG have access to a display board to highlight different topics, like the Menopause?	To continue and update to the PPG.	IG
Technical Advisor to update Meeting on accessing the Surgery Website - proposed date?	Latest update. Proposed date?	JR

## Chairs Report

Still waiting for a Secretary

## Secretaries report:

NIL

## Treasurer's Report:

Still issues with Bank and JR & BT are still owed some money.  
There were plant sale and a Book Sale:

	£	£
<u>Cash at Bank 14/3/2022</u>	363.41	
<u>Petty cash</u>	2.10	
Total	365.51	

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<u>Expenditure</u>		
4 Wheel Walker		128.40
Card reader		16.99

<u>Income</u>		
Plant Sale 7 June 22	118.29	
Book Sale 14 June 22	15.70	
Book Sale 7 Dec 22	14.67	
Total	148.66	145.39

Income £148.66 Less Expenditure £145.39 = £3.27

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<b>Bank account closed on 5 SEPTEMBER 2022</b>	<b>£363.41</b>	<b>cash received from bank</b>
Petty Cash held on 5 SEPTEMBER 2022	£ 2.10	
Income less expenditure at 13 March 2023	<u>£ 3.27</u>	
	<b><u>£368.78</u></b>	

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<u>Cash in Hand @ 13 March 2023</u>	<u>£358.94</u>
Sum Up (card reader)	£9.84
<b><u>Total funds available as at 13 March 2023</u></b>	<b><u>£368.78</u></b>

## Practice Mangers Report:

Not Present

**AOB:**

<b>Item</b>	<b>Action</b>	<b>Initial</b>
EW reported the dates for next year are the following:- 17 April 2023 12 June 2023 14 August 2023 - May cancel due to Holiday Season. 16 October 2023 11 December 2023 11 March 2024 - Annual General Meeting.		

The Meeting was closed by the Chair and the Annual General Meeting was convened.

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**ANNUAL GENERAL MEETING**

**CHAIR'S REPORT**

JR reported changes in the Practice regarding appointments, staffing levels and new receptionists in post, and he praised the helpfulness of the staff. He thanked the Practice Manager and the Care Co-ordinator for their help and support over the year.

There have been difficulties in the PPG due to the Chair having to fill the Secretary's role as well. Too much!!!

JR informed the meeting that he would not be seeking re-election as Chair, but offered himself as Secretary. He praised CC in her role as Secretary.

The Chair concluded his report by mentioning book sales and flower sales.

**SECRETARY'S REPORT**

No Report

**TREASURER'S REPORT**

Total funds available £368.78 held by Treasurer

Details as in previous Ordinary Meeting held on today's date. Banking difficulties still not resolved.

## **NEW OFFICE BEARERS VOTED IN BY MEETING**

Chair:- Eileen Woods

Vice-Chair/Treasurer:- Bob Tillyer

Secretary:- (pro tem) Hector Graham & Ishbel Graham

ENPA Representatives:- Graham Chambers  
Tom MacDonald

Substitute Representative:- Bob Tillyer

Technical Advisor:- Jason Richards

Members felt that a full paper trail was required for record purposes, not just electronically. Change was required, and needed to be discussed at a later date.

It was agreed that the Constitution should be looked at by a small working party, in order to be brought up to date. Telephone appointments discussed and the difficulties encountered regarding the 0800 hrs "traffic jam" at the switchboard. Any matters regarding the Practice should be raised with SL and/or LP.

There being no further business the AGM was closed and the Ordinary Meeting re-convened.  
The Constitution working party was chosen and will meet at an agreed date.

The new Chair, EW, announced the date and time of the next AGM, 11 March 2023.

The Annual General Meeting was declared closed by the new Chair EW.

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### **The Ordinary Meeting resumed.**

Technical Officer agreed with a suggestion that he organise a demonstration on the accessing of the HFS website.

It was agreed that any matters regarding the Practice addressed to SL and/or LP should be sent initially to the Secretariat for inclusion in the Agenda. This will take pressure off the Practice Staff.

## **Date Of The Next Meeting:**

The next meeting will be held on 17/04/2023 at 4.45pm at the Surgery.

The Meeting closed at 6.00pm.

Signed Chair. Date 17/04/2023

